

Clarification of Guidance on the Applicability of Sequestration Policy for Conferences, Conference-Related Travel and Other Travel

This is further detailed guidance related to the **New Policies in Response to Direction in OMB Memorandum-13-05 “Agency Responsibilities for Implementation of Potential Joint Committee Sequestration”** issued on March 13, 2013.

With respect to conference attendance, conference travel, and all other travel, the guidance is applicable to all circumstances where NASA requires or directs conference attendance, participation and travel.

The following entities are required to report on and obtain approval for conferences and conference related travel:

- NASA Civil Servants
- JPL
- Contractors, to the extent NASA requires or directs conference participation or attendance.
 - “requires or directs” includes SOW requirements, or any oral or written direction/approval resulting in a direct charge to a contract.

Entities and individuals the new guidance does not apply to:

- NASA Grant and Cooperative Agreement recipients or sub-recipients
- NASA Contractors and sub-contractors, other than JPL, that use non-NASA funds to cover conference attendance, conference attendance and other travel.

Note: The term “conference” is defined in NASA Interim Directive (NID) 9700.1

Contractors, grantees, and cooperative agreement holders are expected to exercise due diligence when approving conference attendance, conference travel, and all other travel. However, travel related to performance on contracts, grants and cooperative agreements and any other circumstances related to performance should continue. This Agency-wide guidance does not alter any contracts, cooperative agreements or grants. Any questions should be directed to the appropriate Contracting Officer (CO) or Grants Officer.